

Furniture and Equipment**UNIT
QTY****UNIT
COST****EXTENDED
COST****Inventory Items:**

Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	\$95	\$95
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	\$25	\$25
Paper Cutter	1	\$400	\$400
Paper Sorter & Storage Stand alone unit Sorting table and slotted paper storage combination	1	\$900	\$900
Paper Towel Dispenser Wall-mounted	8	\$0	\$0
People Counter, Electronic Eye	1	\$365	\$365
Plaque, Dedication	1	\$4,000	\$4,000
Preparation Counter 6'w x 30"d - against wall	1	\$1,500	\$1,500
Preparation Counter 8'w x 30"d - against wall	1	\$2,000	\$2,000
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	\$2,350	\$2,350
Printer, Dot-matrix	1	\$300	\$300
Printer, Ink-Jet (B&W)	3	\$400	\$1,200
Printer, Laser (B&W)	7	\$600	\$4,200
Printer, Laser (Color)	1	\$2,300	\$2,300
Printer, Pin / Tractor Feed W/ Stand 28"w x 20"d x 8"h w/ stand 32"w x 22"d x 30"h on wheels	1	\$600	\$600
Printer, Receipt	7	\$500	\$3,500
Projection Screen, Motorized Ceiling Front projection	1	\$1,050	\$1,050
Projection Screen, Wall Mounted Front projection	1	\$340	\$340
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	2	\$12,000	\$24,000
Puppet Theater 5'w x 7'd	1	\$500	\$500
Queuing Space (Per Person)	16	\$0	\$0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	\$1,500	\$3,000
Rack, Literature Display Handout Wall-mounted	2	\$150	\$300
Recycling Bin	3	\$75	\$225
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	\$1,200	\$1,200



Furniture and Equipment**UNIT
QTY****UNIT
COST****EXTENDED
COST****Inventory Items:**

Router/Switch Rack-mounted - 8"w x 20"d x 24"h	1	\$3,500	\$3,500
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	\$120	\$120
Safe, Floor 12"w x 14"d x 21"h	1	\$700	\$700
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	\$3,200	\$6,400
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	\$14,000	\$14,000
Self Check-Out Counter 4'w x 30"d - against wall	2	\$875	\$1,750
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	\$28,000	\$56,000
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	1	\$4,500	\$4,500
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	6	\$750	\$4,500
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	8	\$200	\$1,600
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	6	\$265	\$1,590
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	29	\$315	\$9,135
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	17	\$355	\$6,035
Sign, Announcement Free standing	1	\$155	\$155
Sign, Announcement Wall-hung	2	\$345	\$690
Sink 36"w x 24"d - In counter	4	\$0	\$0
Sink And Counter Rest room	7	\$0	\$0
Sink, Mop	1	\$0	\$0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	9	\$0	\$0
Sofa (2 Seat) 56"w x 32"d	1	\$1,100	\$1,100
Stall Rest room	10	\$0	\$0



Furniture and Equipment**UNIT
QTY****UNIT
COST****EXTENDED
COST****Inventory Items:**

Stapler, Electronic Binding 10"h x 4"w x 9"l	1	\$450	\$450
Stool, Kick-Step	14	\$60	\$840
Storage Cabinet 36"w x 18"d x 78"h	2	\$550	\$1,100
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	\$450	\$450
Study Counter 8"w x 30"d - against wall	1	\$2,000	\$2,000
Table, Accessible - Adjustable Height (Electrical) 36"w x 30"d x 22" - 50"h (1 Person) single surface	1	\$1,200	\$1,200
Table, Accessible - Adjustable Height (Electrical) 48"w x 30"d x 22" - 50"h (1 Person) single surface	1	\$1,300	\$1,300
Table, Café Staff (4) - 36" diameter	2	\$400	\$800
Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	2	\$1,200	\$2,400
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	\$1,000	\$1,000
Table, End 30"w x 30"d x 20"h	3	\$600	\$1,800
Table, Group Study 66"w x 36"d x 29"h (4 Person)	2	\$1,100	\$2,200
Table, Group Study 72"w x 48"d x 29"h (6 Person)	1	\$1,500	\$1,500
Table, Juvenile 60"w x 30"d x 27"h (4 Person)	2	\$850	\$1,700
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	8	\$1,100	\$8,800
Table, Literacy Tutoring	1	\$300	\$300
Table, Meeting Room 60"w x 24"d x 29"h - folding	6	\$450	\$2,700
Table, Reader's 48" diameter x 29"h (4 Person)	13	\$1,200	\$15,600
Table, Reader's 72"w x 48"d x 29"h (4 Person)	2	\$1,500	\$3,000
Table, Reader's 36"w x 30"d x 29"h (1 Person)	10	\$900	\$9,000
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	\$400	\$400
Tape Drive, External DAT / Cartridge Tape	1	\$500	\$500



Furniture and Equipment**UNIT
QTY****UNIT
COST****EXTENDED
COST****Inventory Items:**

Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	15	\$1,700	\$25,500
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	2	\$1,900	\$3,800
Technology Carrel 61"w x 30"d (2 Person) sit-down w/ power & data management	3	\$3,000	\$9,000
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	3	\$2,500	\$7,500
Technology Counter 36"w x 30"d (1 Person) stand-up - against wall w/ power & data management	2	\$750	\$1,500
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	7	\$1,000	\$7,000
Technology Station 36"w x 30"d (1 Person) stand-up - against stackend w/power & data	7	\$750	\$5,250
Technology Training Table, Computer Lab 72"w x 30"d (2 Person) sit-down	10	\$550	\$5,500
Telecommunications Backboard 8"w x 8'h wall-mounted fire-rated plywood	1	\$400	\$400
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	\$1,500	\$1,500
Telephone Central Station	1	\$600	\$600
Telephone Handset	20	\$300	\$6,000
Tool Box	1	\$100	\$100
TV Monitor, 32" 36"w x 24"d x 27"h	1	\$850	\$850
Typewriter Stand	1	\$300	\$300
Typewriter, Electric 22"w x 18"d x 8"h	1	\$320	\$320
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	1	\$200	\$200
Urinal	3	\$0	\$0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	\$430	\$430
Vending Machine 40"w x 40"d x 72"h	2	\$0	\$0
Vendor Card Encoder/Dispenser Wall-mount	1	\$0	\$0
Video Bin, Depressible	2	\$300	\$600
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	\$230	\$230



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Waste Basket 13" w x 15" d x 15" h	29	\$20	\$580
White Board 3' x 4' – erasable marker board	4	\$400	\$1,600
White Board 3' x 6' – erasable marker board	5	\$500	\$2,500
White Board 4' x 10' – erasable marker board	1	\$1,000	\$1,000
Workstation, Bookstore Service Counter 5' w x 30" d w/ 5' behind desk & 3.5' in front	1	\$3,000	\$3,000
Workstation, Children's Counter 8' w x 30" d - against wall	1	\$2,000	\$2,000
Workstation, Children's Office System 6' x 8' modular panels 60"h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	\$5,000	\$10,000
Workstation, Circulation Book Return Desk 3' w x 30" d w/ 7' behind desk & 3.5' in front	3	\$2,400	\$7,200
Workstation, Circulation Check-In Counter 6' w x 30" d - against wall	2	\$1,500	\$3,000
Workstation, Circulation Check-Out Desk 6' w x 30" d w/ 7' behind desk & 3.5' in front	3	\$4,800	\$14,400
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	\$4,500	\$18,000
Workstation, Computer Technician's Counter 4' w x 30" d - against wall	1	\$1,000	\$1,000
Workstation, Food Preparation Counter 6' w x 30" d - against wall	1	\$1,500	\$1,500
Workstation, Friends' Work Counter 8' w x 30" d - against wall	1	\$2,000	\$2,000
Workstation, Literacy Office System 5' x 8' modular panels 60"h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	\$4,500	\$4,500
Workstation, Mending Counter 5' w x 30" d - against wall	1	\$1,250	\$1,250
Workstation, Reference Desk 6' w x 30" d w/ 7' behind desk & 3.5' in front	4	\$4,800	\$19,200



Furniture and Equipment

UNIT QTY	UNIT COST	EXTENDED COST
-------------	--------------	------------------

Inventory Items:

Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	\$5,000	\$15,000
Workstation, Sorting Counter 10'w x 30"d - against wall	1	\$2,500	\$2,500

Inventory Sub-Total:	\$824,830
-----------------------------	------------------

Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	19	\$385	\$7,315
36" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	32	\$750	\$24,000
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	41	\$450	\$18,450
36" Aisle DF 84"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1	\$560	\$560
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	7	\$560	\$3,920
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	94	\$590	\$55,460
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves 3'W x 12"D unit w/end panels & canopy top	2	\$210	\$420
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	8	\$225	\$1,800
36" Aisle SF 58"H Bookstore Display Shelving 3'W x 20"D w/5 angled shelves	2	\$550	\$1,100
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	12	\$265	\$3,180
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	3	\$340	\$1,020
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	1	\$355	\$355
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	3	\$560	\$1,680
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	12	\$575	\$6,900
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	1	\$450	\$450
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves 3'W x 12"D unit w/ fixed sloping shelf	5	\$450	\$2,250



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Shelving Units:</u>			
Moveable Aisle Compact Shelving DF 84"H W/14 Shelves 3"W x 24"D unit w/carriage and rail	32	\$850	\$27,200
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	4	\$700	\$2,800
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3"W x 12"D unit	17	\$415	\$7,055
<u>Shelving Sub-Total:</u>			<u>\$165,915</u>
Total Costs:			<u>\$990,745</u>



13. PROJECTED LIBRARY OPERATING BUDGET

The figures below reflect the estimated cost to operate the Victoria Gardens Library, a facility of 22,500 square feet. The budget balances, showing a positive cash flow of approximately \$36,429. This budget is an estimate based on the following schedule of open hours.

PROPOSED OPEN HOURS:

HOURS	
Tuesday-Thursday (10-9)	33
Friday (12-6)	6
Saturday (10-5)	7
Sunday (1-5)	4
Closed Monday	
TOTAL HOURS OPEN	50

Table 9.1: Proposed Open Hours

ANNUAL PROJECTED EXPENDITURES:

PERSONNEL		BUDGET AMOUNT	
1100 Regular Salaries			
Librarian II (1 FT)		\$-51,600	Transfer
Librarian I (2 FT)		\$92,472	New
Library Assistant (2 FT)		\$65,208	New
Library Clerk (1 FT)		\$29,964	New
Library Page (1 FT)		\$-16,884	Transfer
Subtotal:		\$256,128	
1300 Part time Salaries			
Library Assistant (3 FTE)		\$89,661	2 New
		\$-29,857	1 Transfer
Library Clerk (2 FTE)		\$46,680	1.5 New
		\$-11,670	.5 Transfer
Page (4 FTE)		\$67,536	3 New
		\$-16,884	1 Transfer
Library Monitors (1.5 FTE)		\$25,326	New
Subtotal:		\$199,360	
1900 Fringe Benefits		\$257,771	
Less cost of transferred positions		\$-66,912	
Personnel Total:		\$549,295	
OPERATIONS/MAINT. DETAIL			
3100 TRAVEL & MEETINGS			
Library Meetings		\$1,000	
Subtotal:		\$1,000	

3300 MILEAGE			
Reimbursement		\$200	
Subtotal:		\$200	
3900 MAINTENANCE/OPERATION			
Office Supplies		\$12,000	
Printing/Postage		\$2,000	
Special Program Supplies		\$10,000	
Library Materials		\$100,000	
Magazines/Publications		\$15,000	
Training		\$500	
Subtotal:		\$139,500	
4700 MAINTENANCE/FACILITIES			
Staffing		\$81,475	
Contract Services		\$76,162	
Materials		\$26,347	
Rental Equipment		\$1,771	
Depreciation		\$3,321	
Subtotal:		\$189,076	
6028 CONTRACT SERVICES			
Office Equip/Maintenance		\$1,000	
Computer Services		\$7,000	
Telephone Maintenance Service		\$2,000	Shared Cost
Cataloging		\$10,000	
Dynix Contract		\$15,000	
Subtotal:		\$35,000	
8019 TELEPHONE			
		\$15,000	Shared Cost
Subtotal:		\$15,000	
8021 WATER UTILITIES			
		\$500	Shared Cost
Subtotal:		\$500	
8022 ELECTRIC UTILITIES			
		\$75,000	Shared Cost
Subtotal:		\$75,000	
OPERATIONS TOTAL		\$455,276	
DEPARTMENT TOTAL		\$1,004,571	
OFFSET BY REVENUES		\$1,041,000	
NEW FUNDS NEEDED		\$-36,429	

Table 9.2: Proposed Annual Expenditures

REVENUES:

VICTORIA GARDENS REVENUE FISCAL YEAR 2004/2005	ESTIMATED REVENUE
City of Rancho Cucamonga – Dedicated sales tax revenue	\$500,000
City of Rancho Cucamonga – Dedicated property tax revenue	\$150,000
Forest City Developers	\$100,000
CLSA Direct Loan	\$15,000
Library Fines & Fees	\$70,000
Media Rentals	\$60,000
Information Service Fees	\$2,000
APS Copier Fund	\$4,000
Technology Center Revenue	\$10,000
End of County Payment	\$50,000
Library Foundation Support	\$50,000
Friends Bookstore	\$30,000
TOTAL LIBRARY FUND	\$1,041,000

Table 9.2: Proposed Revenues

Spatial Relationships for all Library Divisions

"Back to Basics" Family Literacy Center

The Back to Basics Family Literacy Center should be located near the Technology Center and the Children's Room.

ADJACENT:

Children's Library
Technology Center

CLOSE:

Library Entrance

AWAY:

Quiet Reading Room

Children's Library

The entrance to the Children's Library should be in close proximity to the Information Desk for quick, efficient response to children's information needs. The entrance should also be near the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Popular Materials Area as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Information Desk

CLOSE:

Audio-Visual Library
Browsing

AWAY:

Non-Fiction Collection
Teen Area
Quiet Reading Area



Circulation and Support Services

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Popular Materials Area

Children's Library

Teen Area

PROXIMITY:

Fiction Collection

Non-Fiction Collection

Periodicals Collection & Seating

Information Services

Fiction Collection

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Popular Materials Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

Popular Materials Area

Circulation Services

PROXIMITY:

Library Entrance

Information Services

Non-Fiction Collection

General Building Services

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

PROXIMITY:

Circulation Workroom

Information Desk

Staff spaces

AWAY:

Public Areas



Information Services

Patrons with informational questions will often enter the library and proceed directly to the Information Services Division. Frequently, they consult the OPACs first, then the staff at the Information Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Information Desk, both of which should be highly visible from the Public Entrance to the Library.

The Adult Non-Fiction Collection must have a strong spatial relationship with the Information Services Division for the library to function effectively. The Information Services Division should also be close to the Performing Arts Collection so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Information Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Information Services so that staff can assist patrons who have been searching periodical indexes to locate back issues.

CLOSE:

- Non-Fiction Collection
- Performing Arts Collection
- Children's Room

PROXIMITY:

- Circulation Services
- Library Entrance
- Periodicals Collection
- Young Adult Services

AWAY:

- Quiet Room

Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting the library. The Library Entrance Division must be able to be locked off and separated from the library so that the Computer Center can be open when the library is closed.

ADJACENT:

- Circulation Services
- Technology Center

CLOSE:

- Popular Materials Area
- Teen Area
- Children's Library

PROXIMITY:

- Fiction Collection
- Information Services

AWAY:

- General Building Services



Non Fiction Collection

The major spatial relationship for the Non-Fiction Collection is that it be close to the Information Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Information Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Information Services

PROXIMITY:

Fiction Collection

On-Line Public Access Catalogs (OPAC)

AWAY:

Children's Library

Periodicals Collection

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet.

PROXIMITY:

Quiet Reading Area

Information Services

Copy Center (Information Services)



Popular Materials Area

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

When patrons enter the library, they should be able to see the Popular Materials Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Popular Materials Area to select a book for themselves. The Children's Library should be visible from and close to the Popular Materials Area so that parents can supervise their children while they are browsing through the new materials.

Patrons may enter the library and browse in the Popular Materials Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the Popular Materials Area in proximity to the Fiction Collection.

ADJACENT:

Circulation Desk

CLOSE:

Library Entrance

PROXIMITY:

Fiction Collection

Quiet Reading Room

The Quiet Reading Area could be located anywhere in the library away from high traffic areas, but it could be close to the Periodicals area for convenient use of that collection.

CLOSE:

Periodicals Collection & Seating

PROXIMITY:

Information Desk

AWAY:

Children's Library

Teen Area

Technology Center



Teen Area

The Young Adult Services Division should be very close to the Popular Materials Area since young adults will be heavy users of this collection. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Information Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Information Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research.

CLOSE:

Technology Center

PROXIMITY:

Circulation Services
Popular Materials Area
Information Services

AWAY:

Quiet Reading Room



Spatial Relationships

for each Library Space

Division Name

Space Name

Description/Detail Data

"BACK TO BASICS" FAMILY LITERACY CEN

"Back to Basics" Office

This space should be adjacent to the Back to Basics Collection & Seating.

ADJACENT:

Homework Center

CLOSE:

Family Literacy Study/Tutoring Room(s)

"Back to Basics" Tutoring Collection & Seating

The Literacy Collection and Seating Area should be in a less trafficked area of the library. The Literacy Collection and Seating Area should be adjacent to the Literacy Office and the Literacy Study Rooms.

ADJACENT:

Back to Basics Office

CLOSE:

Back to Basics Study/Tutoring Room(s)

Tutoring & Study Room

This room should be located in a relatively remote area of the Library. It should be visible from the Back to Basics Office and/or Information Desk.

ADJACENT:

Back to Basics Office

CLOSE:

Back to Basics Collection & Seating

Tutoring & Study Room

This room should be located in a relatively remote area of the Library. It should be visible from the Literacy Office and/or Children's Reference Desk.

ADJACENT:

Family Literacy Office

CLOSE:

Family Literacy Collection & Seating



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's Browsing Area

The Children's Browsing Area should be highly visible, and in the main traffic path before entering the Children's Library since many patrons will browse for new books and AV materials during the same visit to the library and move directly into browsing the new children's materials while their children attend a program in the Children's Library.

ADJACENT:

Popular Materials Area

CLOSE:

Circulation Desk
Children's Library
Library Entrance

PROXIMITY:

Family Rest Room

AWAY:

Quiet Reading Area
Non-Fiction Collection & Seating
Reference Collection & Seating

Children's Entrance (Interior)

When children enter the Children's Library, the OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Family Rest Room must be in proximity and easy to locate.

ADJACENT:

Children's Browsing Collection
Information Desk
Children's On-line Public Access Catalog (OPAC)

CLOSE:

Popular Materials Collection
Circulation Desk
Public Entrance & Lobby

PROXIMITY:

Family Rest Room

AWAY:

Reference Collection & Seating
Quiet Reading Area
Periodicals Collection & Seating



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's On-line Public Access Catalog (OPAC)

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Information Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection Areas so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Information Desk
Children's Entrance (Interior)
Children's Collection & Seating

CLOSE:

Children's Browsing Collection
Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Room
"Back to Basics" Learning Center

Children's Storytime Room

The Children's Program Area should be adjacent to the Children's Collection and close to the "Back to Basics" Learning Center and Information Desk.

ADJACENT:

Children's Collection & Seating

CLOSE:

"Back to Basics" Learning Center

PROXIMITY:

Information Desk

Family Rest Room

The Family Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Family Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library
Back to Basics Center

PROXIMITY:

Information Desk



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Homework Center

The "Back to Basics" Learning Center should be located close to the Information Desk and the Technology Support Desk, with clear sight lines, so staff at the desks can supervise the space. Direct supervision of the area is provided by staff during after school hours.

Students in the "Back to Basics" Center will utilize the broader resources of the Juvenile Collection so the two spaces should be in proximity.

CLOSE:

Family Literacy Center
Juvenile Collection & Seating

PROXIMITY:

Information Desk
Technology Support Staff
Children's On-line Public Access Catalog (OPAC)
Juvenile Collection & Seating

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's OPACs since children of this age will be able to use them unassisted. The space should be in the proximity of the Information Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the "Back to Basics" Learning Center since students in the Center will use materials in the Juvenile Collection.

CLOSE:

Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

Information Desk
Children's Collection & Seating
"Back to Basics" Learning Center

Parenting, Teachers and Home Schoolers Collection

This space should be relatively close to the Information Desk so that staff may assist parents and teachers with the collection. It also should be in proximity to the Children's Room and the Back to Basics Literacy Center, since these areas all emphasize parenting skills.

CLOSE:

Information Desk

PROXIMITY:

Children's Room
"Back to Basics" Literacy Center



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Picture Books Collection & Seating

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Information Desk so that staff can supervise the area and assist young children.

ADJACENT:

Information Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's New Books

Children's On-line Public Access Catalog (OPAC)

Family Rest Room

CIRCULATION AND SUPPORT SERVICES

Circulation Desk

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates..

The Circulation Desk should be adjacent to the Staff Workroom and Branch Manager's Office, and close to the Book Return Room and the Copy Center. It should also be close to the AV Collection, New Book Display Area, Young Adult Room, and Technology Center.

ADJACENT:

Public Entrance & Lobby

Staff Workroom

CLOSE:

Popular Materials Area

Supervising Librarian's Office

Public Rest Rooms

Teen Area

Technology Center

PROXIMITY:

Staff Rest Rooms

Computer/Telecommunications Room

This space must be located in a secure non-public area. It should stack vertically with any other telecommunications rooms if this is a multi-story facility. This space must be easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.



Division Name

Space Name

Description/Detail Data

CIRCULATION AND SUPPORT SERVICES

Customer Service Conference Room

The Customer Service Conference Room must be close to the Supervising Librarian's Office and the Circulation Desk.

CLOSE:

Supervising Librarian's Office

PROXIMITY:

Staff Workroom

Staff Copy & Communications Center

The Copy Center should be visible from staff workroom and staff Circulation Area.

CLOSE:

Staff Workroom

Supervising Librarian's Office

Staff Workroom

The Book Return Room, Branch Manager's Office and the Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

Supervising Librarian's Office

Circulation Desk

CLOSE:

Staff Entrance & Lobby

Staff Lounge

Staff Rest Rooms

PROXIMITY:

Custodial Workroom

General Library Storage Room

Supervising Librarian's Office

This office requires sight lines to the Circulation Desk and Staff Workroom for supervision. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons and other visitors should be able to access the Office without going behind the Circulation Desk or into any of the Circulation Services Division's back-of-house spaces.

ADJACENT:

Staff Workroom

CLOSE:

Circulation Desk

PROXIMITY:

Public Entrance & Lobby



Division Name**Space Name**Description/Detail Data

FICTION COLLECTION**Fiction Collection & Seating**

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

CLOSE:

Quiet Reading Area
Periodicals Area
Circulation Desk
New Book Display

PROXIMITY:

On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Information Desk

GENERAL BUILDING SERVICES**Custodial Sink & Storage Room**

The Custodial Workroom should be adjacent to the Loading Dock and in the proximity of the General Library Storage Room and the Circulation Workroom.

ADJACENT:

Loading Dock

CLOSE:

Staff Rest Rooms

PROXIMITY:

Circulation Workroom
General Library Storage Room
Staff Lounge



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

General Storage and Compact Shelving

This area should be close to the Shipping and Receiving area and the Loading Dock. It should be easily accessible to the Circulation Desk or the Information Desk due to the book storage available.

CLOSE:

Loading Dock
Shipping & Receiving

PROXIMITY

Circulation Desk
Information Desk

Loading Dock

The Loading Dock must be adjacent to the Custodial Workroom and it should be close to the General Library Storage Room.

ADJACENT:

Custodial Workroom

CLOSE:

General Library Storage Room
Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom

AWAY:

Public Service Areas

Mechanical Equipment Room

This room has no adjacency requirements.

Staff Entrance & Lobby

The Staff Entrance must be close to the Staff Lounge, Circulation Workroom, the General Library Storage Room, and staff parking. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

Circulation Workroom
General Library Storage Room
Staff Lounge
Staff Parking
Staff Rest Rooms



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Rooms which should not open directly into the lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Workroom and Circulation Workroom.

ADJACENT:

Staff Rest Rooms

CLOSE:

Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom

Custodial Workroom

Staff Rest Rooms

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the Lounge. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

Circulation Workroom

Custodial Workroom

INFORMATION SERVICES

Adult & Children's Combined Reference & Seating

The Reference Collection and Seating Area must be adjacent to the Information Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Information Desk

CLOSE:

Copy Center (Reference Services)

On-line Public Access Catalog (OPAC)

PROXIMITY:

Non-Fiction Collection & Seating



Division Name

Space Name

Description/Detail Data

INFORMATION SERVICES

Copy Center

The Information Services Copy Center should be close to the Reference Collection and Seating Area and to the Information Desk. It should be highly visible and easily reached from the Desk since staff will be required to provide supervision and assistance.

CLOSE:

Reference Collection & Seating
Information Desk

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Information Desk

The Information Desk is the hub of the Information Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. The Desk should also be close to the Juvenile Non Fiction Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

On-line Public Access Catalog (OPAC)
Reference Collection & Seating

CLOSE:

Juvenile Non Fiction Collection
Copy Center (Reference Services)
Non-Fiction Collection & Seating
Study/Tutoring Rooms (Reference Services)

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:

Children's Library



Division Name

Space Name

Description/Detail Data

INFORMATION SERVICES

On-line Public Access Catalog (OPAC)

The OPAC cluster must be adjacent to the Information Desk, so that staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Information Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

PROXIMITY:

Public Entrance & Lobby

Study/Tutoring Room A

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Information Desk.

CLOSE:

Reference Collection & Seating
Information Desk

Study/Tutoring Room B

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Information Desk.

CLOSE:

Reference Collection & Seating
Information Desk



Division Name

Space Name

Description/Detail Data

LIBRARY ENTRANCE

Library Entrance

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting and Conference Rooms, Friends' Bookstore and Coffee Shop, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

Circulation Desk
Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Meeting Room
Public Rest Rooms

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Copy Center (Circulation Services)
New Book Display

PROXIMITY:

Supervising Librarian's Office
Fiction Collection & Seating
On-line Public Access Catalog (OPAC)
Information Desk

AWAY:

Loading Dock And Other General Building Services

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:

Circulation Desk (Sight Lines)
Public Entrance & Lobby

CLOSE:

Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Meeting Room
Circulation Desk
Custodial Sink & Supply Closet



Division Name

Space Name

Description/Detail Data

NON FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area should be close to the Information Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

CLOSE:

Information Desk

PROXIMITY:

Copy Center (Information Services)

Fiction Collection & Seating

Reference Collection & Seating

AWAY:

Children's Entrance

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk or Reference Desk can provide supervision and assistance as needed.

PROXIMITY:

Copy Center (Information Services)

Information Desk or Circulation Desk



Division Name

Space Name

Description/Detail Data

POPULAR MATERIALS AREA

Popular Materials Area

The Popular Materials Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library since many patrons will browse for new books and AV materials during the same visit to the library while their children attend a program in the Children's Library.

ADJACENT:

Circulation Desk

CLOSE:

Library Entrance

PROXIMITY:

Fiction Collection

AWAY:

Quiet Reading Room
Non-Fiction Collection & Seating
Reference Collection & Seating

QUIET READING ROOM

Quiet Reading Room

The Quiet Reading Area could be located anywhere in the library away from high traffic areas, but it could be close to the Periodicals area for convenient use of that collection.

CLOSE:

Periodicals Collection & Seating

PROXIMITY:

Information Desk

AWAY:

Children's Library
Teen Area



Division Name

Space Name

Description/Detail Data

TECHNOLOGY CENTER

Technology Center

This room should be adjacent to the Circulation Desk, Library entrance and Teen Area, since that staff will be directly supervising the Technology Center. It should be located near the public entrance and lobby to allow for after-hours access to the Center. The Technology Center should be easily accessible from the Teen Area and to the Public Rest Rooms.

CLOSE:

Teen Area
Library Entrance
Public Rest Rooms
Circulation Desk

PROXIMITY:

Back to Basics Literacy Center

AWAY:

Quiet Reading Room

TEEN AREA

Teen Group Study Room

The Young Adult Study/Tutoring Room should be adjacent to the Young Adult Collection and Seating Area. The Study/Tutoring Room should be visible from the Information Desk so that the staff can supervise the room, assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:

Young Adult Collection & Seating

PROXIMITY:

Circulation Desk
Information Desk



Division Name

Space Name

Description/Detail Data

TEEN AREA

Young Adult Collection & Seating

The Young Adult Collection and Seating area should be adjacent to both Study/Tutoring Rooms in the Young Adult Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Circulation Desk or Reference Desk so that staff may supervise the young adults, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist teens with homework assignments and encourage them to use other library resources.

ADJACENT:

Study/Tutoring Rooms (Teen Area)

CLOSE:

AV Collection & Seating
Circulation Desk

PROXIMITY:

Information Desk

AWAY:

Children's Entrance



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
"BACK TO BASICS" FAMILY LITERACY CENTER	614	4%
CHILDREN'S LIBRARY	3,602	21%
CIRCULATION AND SUPPORT SERVICES	2,512	15%
FICTION COLLECTION	536	3%
GENERAL BUILDING SERVICES	1,023	6%
INFORMATION SERVICES	1,978	12%
LIBRARY ENTRANCE	808	5%
NON FICTION COLLECTION	1,979	12%
PERIODICALS COLLECTION	552	3%
POPULAR MATERIALS AREA	961	6%
QUIET READING ROOM	654	4%
TECHNOLOGY CENTER	609	4%
TEEN AREA	973	6%
<hr/>		
Net Assignable Square Footage:	16,801	100%
<hr/>		
Non-Assignable Square Footage (@ 25% of Gross):	5,600	
<hr/>		
Gross Square Footage:	22,401	



Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u>	Space Sq. Ft.	DIVISION Sq. Ft.
Space Name		
<u>"BACK TO BASICS" FAMILY LITERACY CENT</u>		<u>614</u>
"Back to Basics" Office	138	
"Back to Basics" Tutoring Collection & Seating	336	
Tutoring & Study Room	140	
<u>CHILDREN'S LIBRARY</u>		<u>3,602</u>
Children's Browsing Area	321	
Children's Entrance (Interior)	N/A	
Children's On-line Public Access Catalog (OPAC)	255	
Children's Storytime Room	442	
Family Rest Room	N/A	
Homework Center	328	
Juvenile Collection & Seating	1,562	
Parenting, Teachers and Home Schoolers Collection	108	
Picture Books Collection & Seating	586	
<u>CIRCULATION AND SUPPORT SERVICES</u>		<u>2,512</u>
Circulation Desk	677	
Computer/Telecommunications Room	187	
Customer Service Conference Room	164	
Staff Copy & Communications Center	189	
Staff Workroom	1,145	
Supervising Librarian's Office	150	
<u>FICTION COLLECTION</u>		<u>536</u>
Fiction Collection & Seating	536	
<u>GENERAL BUILDING SERVICES</u>		<u>1,023</u>
Custodial Sink & Storage Room	144	
General Storage and Compact Shelving	464	
Loading Dock	N/A	
Mechanical Equipment Room	N/A	
Staff Entrance & Lobby	N/A	
Staff Lounge	415	
Staff Rest Rooms	N/A	



LIBRARY DIVISION

Space Name

Space
Sq. Ft.DIVISION
Sq. Ft.**INFORMATION SERVICES****1,978**

Adult & Children's Combined Reference & Seating	524
Copy Center	193
Information Desk	500
On-line Public Access Catalog (OPAC)	451
Study/Tutoring Room A	155
Study/Tutoring Room B	155

LIBRARY ENTRANCE**808**

Friends' Book Storage & Workroom	283
Friends' Bookstore	525
Library Entrance	N/A
Public Rest Rooms	N/A

NON FICTION COLLECTION**1,979**

Non-Fiction Collection & Seating	1,979
----------------------------------	-------

PERIODICALS COLLECTION**552**

Current Magazine & Newspaper Display & Seating	552
------------------------------------------------	-----

POPULAR MATERIALS AREA**961**

Popular Materials Area	961
------------------------	-----

QUIET READING ROOM**654**

Quiet Reading Room	654
--------------------	-----

TECHNOLOGY CENTER**609**

Technology Center	609
-------------------	-----

TEEN AREA**973**

Teen Group Study Room	179
Young Adult Collection & Seating	794

Net Assignable Square Footage:**16,801**

Non-Assignable Square Footage (@ 25% of Gross):

5,600

Gross Square Footage:**22,401**

FUNCTIONAL ACTIVITY

The primary function of the Back to Basics Family Literacy Center is to house the Back to Basics and Homework Center program's staff, collections, meeting and tutoring areas, and administration. This area may be staffed by volunteers from the community. The individuals who use the services of the Back to Basics center will include those needing help with reading, writing or study skills. The Back to Basics Family Literacy Center, its design and location, should afford a great deal of privacy to those individuals who might not otherwise seek assistance.

SPATIAL RELATIONSHIPS

The Back to Basics Family Literacy Center should be located near the Technology Center and the Children's Room.

ADJACENT:

Children's Library
Technology Center

CLOSE:

Library Entrance

AWAY:

Quiet Reading Room

DIVISION SPACE SUMMARY		Sq. Ft.
"Back to Basics" Office		138
"Back to Basics" Tutoring Collection & Seating		336
Tutoring & Study Room		140
TOTAL:		614



Functional Activity

This is the office for the Back to Basics staff where the program will be planned, managed, and analyzed. It will also provide a private space where staff and volunteer interviews and evaluations can be conducted and where the public can come to discuss confidential issues.

Occupancy

STAFF WORKSTATION: 1

Relationships

This space should be adjacent to the Back to Basics Collection & Seating.

ADJACENT:

Homework Center

CLOSE:

Family Literacy Study/Tutoring Room(s)

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Interior windows, which allow supervision of the Back to Basics Family Literacy Center, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room in order to protect the confidential nature of many interviews. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

Finishes should be welcoming, but professional in appearance. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use. Floor finish should be stain resistant, dirt repellant, durable, and low maintenance. Wall finishes should be attractive, durable, mark resistant, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White Board;
Tackable surfaces; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Literacy Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.



Acoustics

Due to the confidential and sensitive nature of conversations in the Back to Basics Family Literacy Office, a high degree of sound isolation is required. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. The office must be easily accessible by the public from the Back to Basics Collection and Seating Area.

Signage

Required signage includes a permanent room identification sign ("Back to Basics Office") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Shelving, SF 84" h Steel W/ 6 Shelves 3'w x 12'd unit	3	12	36
Waste Basket 13'w x 15'd x 15'h	1	4	4
Workstation, Literacy Office System 5' x 8' modular panels 60'h, U-shaped work surface 30'd w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	40	40



Functional Activity

This area of the Back to Basics Center will house the books, tutoring materials, worksheets, and study skills materials. It will also provide space for quiet study or one-on-one tutoring.

Occupancy

READER SEATS: 12

Collections

The Back to Basics Collection is geared towards beginning reading, phonics awareness, and developing abstract and critical thinking skills. These materials are used during tutoring sessions between tutors and students, as well as by tutors as tools to develop lesson plans.

- 500 Back to Basics books
- 500 Homecenter books

Relationships

The Literacy Collection and Seating Area should be in a less trafficked area of the library. The Literacy Collection and Seating Area should be adjacent to the Literacy Office and the Literacy Study Rooms.

ADJACENT:

Back to Basics Office

CLOSE:

Back to Basics Study/Tutoring Room(s)

Flexibility

In case this area ever requires expansion, it should be adjacent to another collection and seating area.

Fenestration

Although natural light is highly desirable in this space, East and West facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric Wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Back to Basics Literacy Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run



parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical control is required to keep noise generated in this space from spreading throughout the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, instruction or presentation, or undisturbed browsing.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access



and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Back to Basics Collection will be supervised from the Back to Basics Office or the Information Desk. The bookstack and seating area should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign ("Back to Basics Literacy Center") which must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Literacy Center") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Signage requirements may include directional signs for major collection categories. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only - Alarm will Sound"), changeable and permanent information signs (e.g., "See Literacy Coordinator to Schedule an Appointment"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12'D unit w/end panels & canopy top 500 "Back To Basics" Tutoring Materials	3	12	36
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12'D unit w/end panels & canopy top 500 Homework	5	12	60
Description of Furniture & Equipment Units			
Chair, Reader's 21" w x 21" d	12	0	0
Table, Reader's 48" diameter x 29" h (4 Person)	3	80	240



Functional Activity

This space will serve as a Back to Basics program tutoring room. It may also serve as a quiet study room, a Back to Basics staff conference or project room, or a small multimedia viewing room.

Occupancy

READER SEATS: 2

Relationships

This room should be located in a relatively remote area of the Library. It should be visible from the Back to Basics Office and/or Information Desk.

ADJACENT:

Back to Basics Office

CLOSE:

Back to Basics Collection & Seating

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Natural light and view windows are desirable. The rooms must be able to be darkened to insure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl w/ tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Back to Basics Study/Tutoring Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent tutoring space is available, a minimum of 5%, but no less than one table, counter or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least



27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in these rooms, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Back to Basics Study/Tutoring Room will support the use of portable audio-visual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Back to Basics Study/ Tutoring Room must be easily supervised by staff at the nearest service desk or in the Literacy Office. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study/Tutoring Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised



uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's 21'w x 21'd	2	0	0
Table, Literacy Tutoring	1	66	66
Waste Basket 13'w x 15'd x 15'h	1	4	4
White Board 3' x 4' - erasable marker board	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

The entrance to the Children's Library should be in close proximity to the Information Desk for quick, efficient response to children's information needs. The entrance should also be near the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Popular Materials Area as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Information Desk

CLOSE:

Audio-Visual Library
Browsing

AWAY:

Non-Fiction Collection
Teen Area
Quiet Reading Area

DIVISION SPACE SUMMARY	Sq. Ft.
Children's Browsing Area	321
Children's Entrance (Interior)	N/A
Children's On-line Public Access Catalog (OPAC)	255
Children's Storytime Room	442
Family Rest Room	N/A
Homework Center	328
Juvenile Collection & Seating	1,562
Parenting, Teachers and Home Schoolers Collection	108
Picture Books Collection & Seating	586
TOTAL:	3,602



Functional Activity

This area houses new childrens books and media of special interest to families, many of which will be displayed face-out to increase their visibility and appeal to patrons. Overall, this area should have the appearance and feel of a marketing space and the shelving which houses the books should be attractive display units.

Collections

Why should adults have all the fun? This exciting space, designed to the interest of youngsters and caregivers on the way to the Children's Room, catches the eyes with displays of the newest and most popular of the library's many children's items using bookstore display shelving:

Browsing: 400 new childrens books and popular titles and topics. This area features browseable new books featured "face out" and displays such as science projects, "Accellerated Reader" selections, biographies, and other timely topics for school.

Media Collections: This is the area to display DVD's, Videos, CD's and all the popular media programs held by the library.

500 Audio Compact Discs

250 Audio Book Cassettes

600 Audio Book CDs

340 Media Kits, featuring popular children's books accompanied by audio cassette or CD

1,400 DVD's featuring documentaries and feature films

750 Video Cassettes

1,350 Paperback books:

These popular items are displayed on spinners and readily browseable by series or genres: Mysteries, Historical Fiction, Fantasy, and Adventure.

Relationships

The Children's Browsing Area should be highly visible, and in the main traffic path before entering the Children's Library since many patrons will browse for new books and AV materials during the same visit to the library and move directly into browsing the new children's materials while their children attend a program in the Children's Library.

ADJACENT:

Popular Materials Area

CLOSE:

Circulation Desk
Children's Library
Library Entrance

PROXIMITY:

Family Rest Room

AWAY:

Quiet Reading Area
Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as it grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

Since this is the heart of the Children's Library, the atmosphere should be bright and cheerful. The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Children's Browsing Area will be accessible by means of a 36" aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and location in the Children's Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting



must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance and Circulation Desk. This directional sign ("Children's Browsing Area" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Popular Children's Materials" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 58"H Bookstore Display Shelving	6	27	162
3'W x 36"D w/10 angled shelves			
175 Children's New Books			
36" Aisle DF 58"H Bookstore Display Shelving	1	27	27
3'W x 36"D w/10 angled shelves			
700 DVD			
36" Aisle DF 58"H Bookstore Display Shelving	2	27	54
3'W x 36"D w/10 angled shelves			
450 Video Cassette			
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	2	12	24
3'W x 12"D unit w/end panels & canopy top			
238 Media Kit (Audio Cassette W/ Book)			
36" Aisle SF 58"H Bookstore Display Shelving	1	21	21
3'W x 20"D w/5 angled shelves			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
300 Audio Book CD (CD ROM)			
36" Aisle SF 58"H Bookstore Display Shelving	1	21	21
3'W x 20'D w/5 angled shelves			
300 Audio Compact Disc (CD)			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	1	12	12
3'W x 12'D unit w/end panels & canopy top			
125 Audio Book Cassette			

Description of Furniture & Equipment Units



Functional Activity

The entrance to the Children's Library should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays. There could be both adult and child-sized entrances into the Children's Library. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Relationships

When children enter the Children's Library, the OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Family Rest Room must be in proximity and easy to locate.

ADJACENT:

Children's Browsing Collection
Information Desk
Children's On-line Public Access Catalog (OPAC)

CLOSE:

Popular Materials Collection
Circulation Desk
Public Entrance & Lobby

PROXIMITY:

Family Rest Room

AWAY:

Reference Collection & Seating
Quiet Reading Area
Periodicals Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display

FLOOR:

Durable non-slip hard surface or anti-static carpet tile

Access

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely attached and have a pile of no more than 1/2". Exposed edges of doormats must be fastened to the floor surface.



Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

An effort should be made to keep the noise generated in this space from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

Security

This area will be supervised by the staff at the Information Desk and possibly the Circulation Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the library's entrance or lobby. This directional sign ("Children's Library") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Children's Room Open at Noon"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Art Print	1	0	0
Framed			
Bulletin Board	1	0	0
Case, In-Wall Display	1	0	0
Custom built-in, 60"w x 18"d x 72"h. w/ lighting & glass doors			
Rack, Literature Display Handout	1	0	0
Wall-mounted			
Sign, Announcement	1	0	0
Wall-hung			



Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations might be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

Occupancy

CHILDREN'S TECHNOLOGY TASK CHAIRS: 8

Relationships

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Information Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection Areas so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Information Desk
Children's Entrance (Interior)
Children's Collection & Seating

CLOSE:

Children's Browsing Collection
Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Room
"Back to Basics" Learning Center

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

This area will get very heavy use. The floor finishes must be stain repellant, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile

Access

The Children's OPAC Area will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance from the



nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Information Desk. Children using the OPACs must be visible from the desk so that they can be assisted if necessary.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the library's entrance and/or lobby. This directional sign ("On-Line Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "No Printing Available"), and donor recognition plaques.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation 21" w x 21" d	8	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	8	0	0
Technology Carrel, Adjustable (Manual) Height 51" w x 30" d x 22" - 50" h (1 Person) w/ power & data management	1	45	45
Technology Counter 41" w x 30" d (1 Person) sit-down - against wall w/ power & data management	7	30	210
Waste Basket 13" w x 15" d x 15" h	2	0	0



Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programming and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space could be open for additional seating so that children may read unattended, but still be under the supervision of their parents.

Occupancy

CHILDREN'S MEETING ROOM SEATS: 40

ROCKING CHAIR: 1

Relationships

The Children's Program Area should be adjacent to the Children's Collection and close to the "Back to Basics" Learning Center and Information Desk.

ADJACENT:

Children's Collection & Seating

CLOSE:

"Back to Basics" Learning Center

PROXIMITY:

Information Desk

Flexibility

The area should be flexible, with a stage and theater-like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required. Any windows in the room must be able to be darkened to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or Vinyl tile; vinyl tile at sink and craft area; Game rug;

Seating

steps carpeted

Access

The Children's Program Area will be accessible by means of a 36" minimum aisle and a 36"



wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of a stepped seating can not preclude universal access.

If a sink is provided, the faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. With a lower sink, it may also be used by children. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the children's library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications



Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Audio - Visual

Provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include 1/2" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

Security

This area will be supervised by staff at the Information Desk. Sight lines from the Information Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and Information Desk. This directional sign ("Story Area" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable (in marquee style) and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	9	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinets, Full Height (Lockable) 1 linear foot x 24"d	3	5	15
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Child's Stacking 14"w x 14"d	24	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Children's Craft Counter	1	40	40



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
6'w x 30'd - against wall			
Clock	1	0	0
Wall-mounted			
Cushion, Floor	40	10	280
16'w x 16'd			
Projection Screen, Wall Mounted	1	0	0
Front projection			
Projector, Ceiling Mounted	1	0	0
17'w x 16'd x 7'h - AV & computer, LCD to DLP			
Puppet Theater	1	50	50
5'w x 7'd			
Sign, Announcement	1	0	0
Free standing			
Sink	1	18	18
36'w x 24'd - In counter			
Table, Meeting Room	6	0	0
60'w x 24'd x 29'h - folding			
TV Monitor, 32"	1	0	0
36'w x 24'd x 27'h			
Video Cassette Player/Recorder	1	0	0
16'w x 11'd x 4'h			
Waste Basket	1	4	4
13'w x 15'd x 15'h			
White Board	1	0	0
3' x 6' - erasable marker board			



Functional Activity

This space is a public rest room for children and children with caregivers. It will be sized to meet the local building code and ADA requirements. The interior of the Family Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Family Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Family Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library
Back to Basics Center

PROXIMITY:

Information Desk

Flexibility

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows required.

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding

